SELF-ASSESSMENT GUIDE

Qualification:	**MEDICAL TRANSCRIPTION NC II**
Project:	**PRODUCE DOCUMENT FROM AUDIO TRANSCRIPTION**
Units of Competency:	• **Use Business Technology** • **Use Medical Terminology to Carry Out Task** • **Produce Text from Audio Transcription**

Instruction:
    • Read each of the questions in the left-hand column of the chart.
    • Place a check on each question to indicate your answer.	

Can I?	YES	NO
• Select appropriate technology to carry out task		
• Select appropriate transcription software to produce document		
• Follow ergonomic guidelines in performing tasks		
• Operate input devices according to organizational requirements		
• Follow proper procedures in storing data		
• Use technology according to organizational requirements to promote safety		
• Use appropriate reference materials to overcome basic difficulties of application		
• Process and organizes data systematically		
• Store data appropriately and application is exited without damage or loss of data		
• Carry out back-up virus protection procedures in storing data		
• Use correct medical terminologies in transcribing audio files into texts		
• Apply correct internet manipulation skills in preparing documents		
• Produce text with the required accuracy		
• Produce text within designated timelines		
• Use correct sentence structure in preparing text		

• Produce accurate and complete documents in accordance with the requirements		
• Self-check transcribed documents for accuracy		
• Ensure security of data		
• Spell words/medical terminologies correctly		
• Use medical terminology in appropriate context		
• Apply fundamental word structure used in medical terms		
• Identify the different systems of the body		
• Identify the different parts of the human anatomy and physiology		
• Identify the fundamental nature of a disease process, signs, symptoms and methods of treatment		
• Identify common medical conditions		
• Enumerate medical investigations and procedures		
• Identify common abbreviations for medical and pharmacological terms		
• Identify commonly used medical equipment and instruments		
• Identify laboratory testing methods		
• Identify diagnostic and surgical procedures		
• Use medico-legal terminology correctly		
• Identify illness and corresponding medication		
• Identify laboratory values and their significance		
• Use basic medical terminology		
• Use advanced medical terminology		

I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.

Candidate's Name:	**Date:**